



# PURCHASING UPDATE

November 2016

STATE OF UTAH

## INSIDE THIS ISSUE:

Cooperative  
Contracts: Snow & Ice Melt 2

Cooperative  
Contracts: Snow Plows, Spreaders, and Blades 2

Sourcing Teams & Evaluation Committees Needed 3

Cooperative  
Contracts: New & Extended 4-5

### Members for Sourcing Teams & Evaluation Committees Needed

See article on page 3

## SMALL PURCHASES: TOTAL PURCHASE UNDER \$5,000

Before the small purchase rules can be used to make a procurement, the buyer must determine if the item is available from a mandatory use agency [UCI, DTS, State Print, State Mail, State Travel, Fleet Services] or from a "Best Value" State Cooperative Contract. If the procurement item is available through those sources, the items must be procured from those sources; they may not be procured using the small purchases rules (*UCA 63G-6a-506 (4) & UCA 63G-6a-804*).

When the procurement items are not available from a mandatory use agency or from a "Best Value" State Cooperative Contract, the buyer must determine if the procurement qualifies as a small purchase.

The first criteria for a small purchase is the total cost of the procurement. If the total for all items being purchased is \$5,000 or less, then the procurement is a small purchase. If the purchase price will exceed \$5,000, then the executive branch agency must send the procurement to State Purchasing, unless the agency has delegated authority to proceed with the procurement.

When all items being purchased are \$1,000 or less and the total purchase

is less than \$5,000, the buyer uses the small purchase no-quotes required process. The buyer chooses the best source for the item(s) and makes the purchase. Whenever practicable, the agency should use a rotation system to choose vendors.

When the individual procurement item exceeds \$1,000 and the total purchase is less than \$5,000, the buyer must obtain quotes. The buyer must write out the minimum specifications, the required delivery date, and the date/time that the quote is required. Specifications and delivery date cannot be overly restrictive. When specs are completed, the request for quotes can be made by phone or email. It is recommended that the buyer send the specifications to more than two vendors as some vendors may not respond. The buyer must obtain two quotes meeting the minimum specifications; a "no quote" response is not a quote. The purchase is made from the vendor offering the lowest quote that meets the written specifications.

More information concerning quotes can be found in the *Quotes for Small Purchases Form* located on the [Division of Purchasing forms webpage](#).

## COOPERATIVE CONTRACT: SNOW & ICE MELT

By Chad Hinds

Utah is known for “The Greatest Snow on Earth”. Each year we receive an average of 500 inches of snow, 40 snowstorms, and 18 storms of 12 inches or more. While the powder is great for the State it also brings icy conditions on our sidewalks and roads. To help you combat these icy conditions we have three statewide contracts for Snow and Ice Melt. These vendors will deliver product right to your facility.

Refer to the Summary Document listed on Purchasing’s website for ordering information. Please contact Chad Hinds at 801-538-1287 or [chinds@utah.gov](mailto:chinds@utah.gov) for any questions or help

with these contracts.

- MA303 – Streamline Supply Inc.
- MA1732 - SiteOne Landscape Supply
- MA311 – Waxie Sanitary Supply



## COOPERATIVE CONTRACT: SNOW PLOWS, SPREADERS, & BLADES

By Linda Crawford

The snow plows & spreaders contracts sell electrically/hydraulic-quick-hitch snowplows, controls, and spreaders to be installed on super duty trucks and smaller units both four-wheel and two-wheel drive.

The snowplow blade cutting edge contracts are only for blades.

Please contact Linda Crawford at 801-538-3150 or [lindacrawford@utah.gov](mailto:lindacrawford@utah.gov) for any questions or help with these contracts.



Snow Plows & Spreaders	
CONTRACT	VENDOR
MA508	Semi Services Inc
MA584	Untied Service & Sales
MA581	Legacy Equipment

Snowplow Blade Cutting Edges	
CONTRACT	VENDOR
MA2263	Ironhawk Industrial Distribution
MA2264	Chemung Supply Corporation
MA2265	Winter Equipment Co
MA2266	Valk Manufacturing
MA2331	Kauper North American LLC

## STATE OF UTAH

Division of Purchasing  
3150 State Office Building  
Capitol Hill Complex  
PO Box 141061  
Salt Lake City, UT 84114

Phone: 801-538-3026

**We're on  
the Web !**

[purchasing.utah.gov](http://purchasing.utah.gov)

## **UPCOMING PEP SEMINARS**

**Dec 06, 2016**

**Mar 16, 2017**

**Jun 15, 2017**

Note: Starting in 2017,  
PEP Seminars will be held  
on Thursdays.

## **PROCUREMENT EDUCATION PARTNERSHIP (PEP) SEMINAR**

The next PEP Seminar will be held on December 6, 2016. Over 160 individuals have registered. If you are unsure if you have registered, contact Tara Eutsler,

[teutsler@utah.gov](mailto:teutsler@utah.gov). If you have not registered and are interested in attending, information can be obtained in the [October 2016 Newsletter](#).

## **SOURCING TEAMS & EVALUATION COMMITTEES NEEDED**

State Purchasing is working on four new cooperative contracts and is looking for individuals who will sit on the sourcing team and RFP evaluation committee. If you or one of your employees is available to serve on one of these committees, please contact the appropriate State Purchasing Agent.

Solicitation	State Purchasing Agent	Contact Information
Painting	Solomon Kingston	<a href="mailto:skingston@utah.gov">skingston@utah.gov</a> 801-538-3228
Fencing	Ann Schliep	<a href="mailto:aschliep@utah.gov">aschliep@utah.gov</a> 801-538-3421
HVAC	Cody Nelson	<a href="mailto:codynelson@utah.gov">codynelson@utah.gov</a> 801-538-3141
Window Washing	Solomon Kingston	<a href="mailto:skingston@utah.gov">skingston@utah.gov</a> 801-538-3228

## **HOW TO RECEIVE THE PURCHASING UPDATE NEWSLETTER**

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

(A) Individuals who have a State Google email account:

Step 1: Enter into GROUPS in the State Google email account

Step 2: In the new window's search field, type PURCHASING NEWSLETTER

Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.

Step 4: Click JOIN GROUP.

Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

(B) Individuals that do not have a State Google email account:

Please send an email to Tara Eutsler, [teutsler@utah.gov](mailto:teutsler@utah.gov).

## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Frozen / Cooler Foods	PD2462	Nicholas & Company	10/31/2016 - 10/30/2021	
NIK Club Narcotic Identification Kits	PD2534	Skaggs Companies	10/24/2016 - 10/23/2021	
Digital Finger Printing, Livescan Machines & Accessories	MA071	MorphoTrust USA, LLC dba MT USA, LLC	11/01/2016 - 09/01/2021	
Digital Finger Printing, Livescan Machines & Accessories	MA072	Cross Match Technologies, Inc.	11/01/2016 - 09/01/2021	
Digital Finger Printing, Livescan Machines & Accessories	MA2533	DataWorks Plus, LLC.	11/01/2016 - 09/01/2021	
Video Production and Editing Services	AV2539	Firstvision Entertainment Group and Creative Media	11/1/2016—10/31/2021	<p>End User must follow the instructions for use of approved vendor list located on the summary document.</p> <p>Other contracts are still being completed for this approved vendor list.</p>
Video Production and Editing Services	AV2541	GUMCO, Inc.	11/1/2016—10/31/2021	
Video Production and Editing Services	AV2541	Impatient Cow Productions, Inc.	11/1/2016—10/31/2021	
Video Production and Editing Services	AV2544	NextThought, LLC	11/1/2016—10/31/2021	
Video Production and Editing Services	AV2545	Penna Powers, Inc.	11/1/2016—10/31/2021	
Video Production and Editing Services	AV2547	Sandbox-La Boite Films, Inc.	11/1/2016—10/31/2021	
Video Production and Editing Services	AV25749	Sqwak Productions, Inc.	11/1/2016—10/31/2021	
Video Production and Editing Services				

State of Utah “Best Value” Cooperative Contracts Search Engine location: <http://purchasing.utah.gov/statecontractdirectory.html>

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

## **EXTENDED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
MMCAP Medical Supplies and Personal Care Items	MA2204	Henry Schein, Inc	Thru 7/31/2017	
Wireless Communication Services and Equipment (Cell Phones)	MA149	AT&T Mobility National Accounts LLC	Thru 06/30/2019	
MMCAP Dental Products (NO SERVICES)	MA2164	Henry Schein Dental, a division of Henry Schein, Inc	Thru 09/30/2019	
MMCAP Influenza Vaccine	PD2196	FFF Enterprises, Inc	Thru 12/31/2017	Influenza Vaccine must be pre-booked January-April each year for delivery in August-October.
Fire Extinguishers	MA1950	State Fire Sales & Service dba State Fire DC Specialties	Thru 12/31/2016	
Fire Extinguishers	MA1952	Utah Fire Equipment Company	Thru 12/31/2016	
Oil and Lubricants	PD427	Thomas Petroleum	Thru 3/18/2017	

Not all expired or canceled contracts make it to this list. Always check the contract online to determine if it is still active.

State of Utah "Best Value" Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>